

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 25-2**

**28 AUGUST 2014**



**Logistics Staff**

**INTRA-SERVICE SUPPORT AGREEMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ USAF/A4LX

Certified by: HQ USAF/A4/7  
(Lt Gen Judith Fedder, USAF)

Supersedes: AFRPD 25-2, 12 October 2012

Pages: 5

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This Directive implements Department of Defense Instruction (DoDI) 4000.19, *Support Agreements* and clarifies its application for Air Force (AF) to AF (intra-service) support agreements. It establishes the framework for intra-service support agreement policies, responsibilities, and procedures for management of this program and it applies to all organizational entities within the Department of the Air Force, including Air National Guard (ANG) and Air Force Reserve units. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

**SUMMARY OF CHANGES**

This revision updates the Policy Directive to incorporate the changes in DoDI 4000.19 and must be completely reviewed. This revision provides an update to the impasse resolution process, and updates terminology and references.

**1. Scope.** This directive applies to support agreements administered by the AF to AF units (Intra-service Support Agreements). Development and implementation of other types of support agreements, such as those that may exist between the AF and other Department of Defense

(DoD) Components (Intra-agency Support Agreements) and non-DoD Federal Activities (Inter-agency Support Agreements) are addressed in DoDI 4000.19.

**2. Policy Statements.** It is AF policy that:

2.1. AF Supplier organizations will document required and provided support to Receiver organizations to ensure effective resource management, to unify efforts toward a common goal, and to guard against jeopardizing organization mission capability.

2.2. Intra-service support will be provided by a supplier and obtained by a receiver in the manner that maximizes the benefit to the AF as a whole. Also, a supplier will provide the same quality and quantity of support to all AF receivers, unless a given supplier and a given receiver agree to different levels of support.

2.3. Intra-service Supplier/Receiver support responsibilities will be included in the AF implementing instruction and may be further supplemented by the Major Command (MAJCOM) and/or Wing.

2.4. Impasses concerning support agreements shall be resolved at the lowest level possible and if required, elevated for resolution through each affected activity's chain of command.

2.5. When practical, support agreement modifications and terminations should be made bilaterally and with sufficient advance notification to permit appropriate resource adjustments to be made during the budget formulation process. If a support agreement must be unilaterally terminated, suspended, or significantly modified with less than 180-day notice to other parties of the agreement, the initiating party may be billed by affected parties for reimbursement of unavoidable termination or re-procurement expenses incurred up to 180 days following the written notification.

2.6. Reimbursements for expenses incurred as the result of significant unilateral, short-notice modifications, suspensions, or terminations may only be paid for support that has not been otherwise funded (i.e., through the non-initiating party's budget process). Conversely, non-initiating parties may not request adjustments to their appropriations to fund qualifying expenses that it reasonably expects will be reimbursed by the initiating party.

2.7. Costs associated with common use infrastructure are non-reimbursable. Indirect costs will not be included in reimbursement charges, except those included in stabilized rates charged for Working Capital Fund mission products and services.

**3. Authorities and Responsibilities.**

3.1. The Deputy Chief of Staff, Logistics, Installation & Mission Support (AF/A4/7) is the designated senior AF official responsible for the AF Intra-service Support Agreement Program and in that capacity will:

3.1.1. Designate an individual to be the AF's point of contact for policy issues pertaining to intra-service support agreements.

3.1.2. Oversee the implementation of this publication through one or more AF instructions.

3.1.3. As practical, sponsor intra-service organization meetings, workshops, and/or conferences to share ideas for solving common problems and identify opportunities for

improving support and by exploring the feasibility of improving quality, efficiency, and effectiveness through the use of support agreements and other cooperative initiatives.

3.1.4. Ensure the use of appropriate internal controls and oversight measures with respect to intra-service support agreements (i.e. tri-annual reviews, monitored suspense dates, compliance inspections, etc.).

3.1.5. Ensure that each level of authority and each activity that provides support services to other intra-service activities or that receives support from another intra-service activity has a designated Support Agreements Manager and Functional Area Agreement Coordinator. (T-0)

3.1.6. Staff impasse packages within the Headquarters AF that involve cross-functional areas in dispute.

3.1.7. Provide requested support to other intra-service activities to the extent that it is in the best interest of the AF.

3.2. The Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM) will develop guidance on the types of costs that can be charged, and ensure appropriate costing of activities by FM resource management is included in the budget process.

3.2.1. The Installation Financial Management Comptroller, or designated representative, will coordinate on all AF intra-service support agreements.

3.2.2. The Installation Financial Management Comptroller, or designated representative, will perform a budget review of support agreement reimbursements on an annual basis.

DEBORAH LEE JAMES  
Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 4000.19, *Support Agreements*, 25 April 2013

Headquarters AF Mission Directive 1-38, *Deputy Chief of Staff of the Air Force (Logistics, Installations and Mission Support)*, 5 October 2009

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 16 August 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 15 March 2014

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**DD**—Defense Department

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**FM**—Financial Management and Comptroller

**IAW**—In Accordance With

**MAJCOM**—Major Command

**RDS**—Records Disposition Schedule

**SAF**—Secretary of the Air Force

***Terms***

**Note: Additional terms used in this Policy Directive are defined in DoDI 4000.19 and Joint Publication 1—02, Department of Defense Dictionary of Military and Associated Terms**

**Functional Area Agreement Coordinator**—The appointed individual who executes the review process for a support agreement and obtains their leadership's consensus.

**Indirect Cost**—Cost of resources, including overhead, that support more than one cost object (e.g., not consumed by a single cost object).

**Inter-Agency Support**—Support provided by the Air Force to a non-DoD Federal Agency or federally-recognized Indian tribe and vice versa. Support agreements between ANG and Non-DoD Federal Agencies or federally-recognized Indian tribes are also considered Inter-Agency. Inter-agency support does not include support provided to or received from foreign governments.

**Inter-Service Support (also called Intra-Agency Support)**—Support provided by the Air Force to a DoD Component. When ANG is the Receiver on AF Active Duty base, with AF property and AF appropriations, the relationship is also considered an inter-service or intra-agency support agreement.

**Intra-Service Support**—Support provided by the Air Force to another Air Force unit to include Air Force Reserve Command. An intra-service relationship between ANG and AF Active Duty exists when ANG is the Supplier on AF Active Duty or ANG property, with 100% AF appropriations (i.e., funds provided by the AF instead of the States). ANG to ANG (between different states) support agreements will also be considered intra-service (within the Air Force).

**Support Agreement**—An intra-service, intra-agency, or inter-agency support agreement for a Supplier to provide support to a Receiver. It can take the form of a Defense Department (DD) Form 1144, Memorandum of Agreement, or Memorandum of Understanding. It is used to document recurring support in order to provide the unit commander with the capability to ensure resources are expended wisely and to help eliminate unnecessary resource duplication. It can also be used for single or non-recurring reimbursable support and non-reimbursable support.

**Support Agreement Manager**—The appointed individual responsible for managing the unit's or organization's support agreements. There is a support agreement manager for each Supplier and Receiver.